

VET Student Request for Short Extension or Special Consideration Extension on an Assessment

Instructions for Use

If you have a valid reason for an extension to an assessment activity, this form must be completed and submitted to your teacher / assessor for approval.

Short Extension

Applications should be submitted at least one day in advance of the assessment due date.

Special Consideration

Applications for special consideration must be made within three working days of the assessment due date.

Supporting documentation should be provided wherever possible. If the extension is approved by your teacher, a new date will be set for the assessment to be undertaken or submitted.

Information for teachers / assessors

Short extensions are for a maximum of 10 working days or, where the short extension request relates to a practical task and /or the delivery is in block mode (e.g. apprenticeships), the maximum extension period is to the next attendance block/ practical session (see Assessment for Learning - Assessment Procedure (VET)).

1. Personal details

Student ID	<input type="text"/>	Family name	<input type="text"/>
Given name(s)	<input type="text"/>		

2. Course/unit code and title or cluster title

Course code	<input type="text"/>	Title of assessment	<input type="text"/>
Unit code	<input type="text"/>	Assessment due date	<input type="text"/>
Course title	<input type="text"/>		

3. Reason(s) for requesting an extension

4. List of supporting documentation attached

5. Teacher / assessor

VU Teacher / Assessor name:			
Extension granted	<input type="checkbox"/> Yes <input type="checkbox"/> No		
New due date			
Confirm that student has been informed of extension and new date for assessment			<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm amendments made to unit end date for this student if applicable (liaise with admin team)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirm that the original of this extension request is stored with the Assessment Record Book / Student File			<input type="checkbox"/> Yes <input type="checkbox"/> No
Teacher/Assessor signature			Date: <input type="text"/>

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Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

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